Web Test Reporting
for Backflow Prevention Assembly Testers
The first step is to logon using your user name and password.

- Every tester has a unique user name and password.
- User names and passwords are **NOT** case sensitive.
- Miami-Dade Water and Sewer Department will supply this information.
  - Call 305-547-3046 or e-mail: CCC@miamidade.gov, to request.
Step 1: Log In

Click ‘Login’.
The company (or companies) you are registered to test for will be listed.

Select the appropriate company for the test(s) you are entering.
To locate the tested assembly enter the **Serial #** and the **house number**.
Or enter the **Hazard #** (found at the top of the test report form).
If the address and backflow assembly information are correct, click ‘Confirm and Enter Results’.
If the information is not correct select ‘Make Changes’.

Modify the screen data to make the corrections.
If the assembly was replaced – enter the new information.

Click ‘Confirm and Enter Results’. 
5 – Enter the Test Results

Enter the Initial test:
- Select Pass or Fail (required).
- Enter the test date (required).
- Enter the test values.

Enter Repairs if appropriate.

Enter the Final test – only after repairs:
- Select Pass or Fail (required).
- Enter the test date (required).
- Enter the test values.

Select appropriate test kit.

Read and check the required statements.

Click ‘Save Test Data’.
‘Save Test Data’ will bring you to a list of all the tests you have entered, but have not submitted.

You can submit the tests at any time. You can submit all the tests or only selected tests.

To submit tests check the checkbox for the tests you wish to submit.

Then click the ‘Submit Tests’ button.
If You Need to Delete a Test...

Deleting Tests:
• click on the serial #
• click the ‘Delete Test’ button
• Select ‘OK’ to delete the test
To print an attractive, professional looking, completed test report for your customer, check the box and click ‘Print Test Report’.

To submit - check those tests you want to submit and then click ‘Submit Tests’.

Tests will not print or be successfully submitted if the Tester affirmations on the bottom of the test pages are not checked.
After Submitting the Tests

You can click ‘Print Receipt’ to print and keep a copy of this confirmation page.
To Logout...

To leave the site click ‘Logout’.

The next screen will be the login screen.

You can login or close the website.